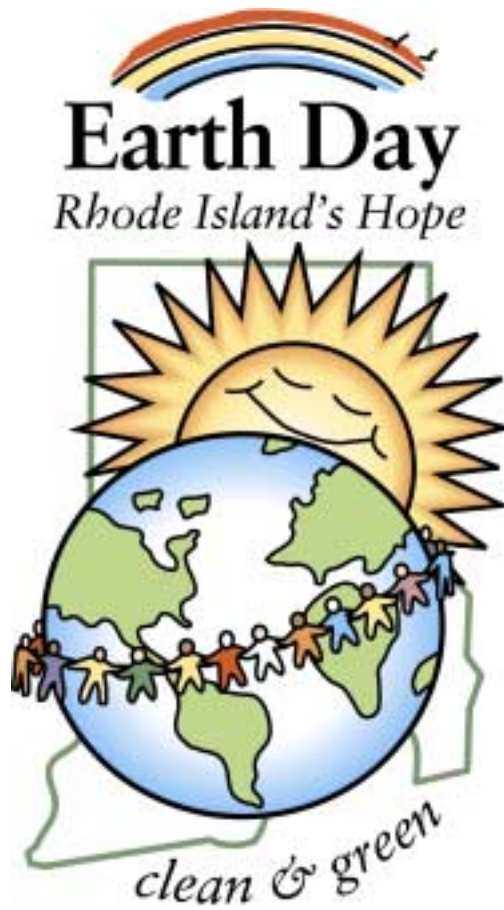


CLEAN UP COORDINATOR'S GUIDE



**EARTH DAY
2004**

TABLE OF CONTENT

INTRODUCTION	4
ORGANIZING THE CLEANUP	4
CHOOSING SITES	4
DETERMINING THE NEEDS/SECURING DONATIONS	5
PUBLICIZING THE EVENT	5
PLANNING THE CLEANUP DAY	6
FOLLOW-UP	7
SAMPLE THANK YOU LETTER	9
SAMPLE PRESS RELEASE	10
SAMPLE REGISTRATION/RELEASE FORM	11
INDEMNIFICATION/HOLD HARMLESS AGREEMENT	12

INTRODUCTION

Each year the Rhode Island Department of Environmental Management's Ocean State Cleanup and Recycling (OSCAR) program assists in statewide neighborhood cleanups. These cleanups have proven to be an effective way to rid the State of accumulated litter in streets, vacant lots, playgrounds, parks, waterfront access points and other problem areas. Not only do the State cleanups create an immediate visible improvement, but they also tend to help prevent careless disposal of trash, as most people are reluctant to litter a trash-free area.

The OSCAR program will work with you to plan the logistics of cleanups. It will then be your responsibility to plan the details of your local cleanup. In the following pages, you will find a step by step strategy guide to help make your neighborhood's Earth Day cleanup a success.

ORGANIZING THE CLEANUP

Gather your neighborhood committee and other key members of your community.

At your first meeting, allocate responsibilities among your committee members. You may wish to form different subcommittees that may include the following:

Location
Volunteer Recruitment
Refreshments
Publicity
Command Center Operations
Donations
Site Captains

Establish a list of target sites – noticeable, heavily littered public areas in your community. Then limit the sites according to the amount of volunteers available for the cleanup effort.

Set the date and hours of the cleanup, and choose a command center for the day of the event.

CHOOSING SITES

Be realistic in choosing sites; don't expect to clean the entire community. Select one or more target areas that can reasonably be done in one day with the number of volunteers you are expecting to recruit. Prioritize your selections. Consider focusing on commercial areas; Target vacant lots, playgrounds, shore access points and other problem areas. Appoint a site captain for each area you intend to clean.

Prior to the cleanup, evaluate the condition of each site and determine any special needs. Things to look for include:

1. Types of trash (loose papers vs. garbage trapped in fences, etc.)
2. Junk cars or other large items, which may require special equipment to move.
3. Potentially hazardous materials (chemicals, broken glass, syringes, etc.)

DETERMINING THE NEEDS/SECURING DONATIONS

DEM/OSCAR will provide you with 30-gallon paper trash bags. You will be responsible for contacting the appropriate city/town department (i.e. public works or parks and recreation departments) or waste hauler, to make arrangements for removal of debris collected at cleanup sites.

You will need to consider the following according to the site(s) chosen:

- Types of tools (rakes, brooms, shovels, etc.)
- Heavy equipment (payloader, backhoe, etc.)
- Number of trash bags
- Gloves, maps, first aid kits

You may wish to encourage participants to bring their own clearly labeled tools and gloves.

Other optional support sources you may seek include:

- Refreshments (coffee, donuts, snacks, lunches)
- Publicity (flyers, and posters)
- Incentives (novelty items, gift certificates)
- Rest room facilities/port-a-johns

You may be able to obtain the above materials by securing the cooperation of local businesses. It is easy to solicit donations via letters and phone calls for:

- Supplies
- Refreshments
- Give away items for all volunteers
- Services such as the use of a company's truck or van, use of phones, rest room facilities, publicity and person power

PUBLICIZING THE EVENT

You should contact local media to secure pre-event publicity and day-of-event coverage for the community. You may print posters and flyers to recruit volunteers. It may be

helpful to involve local schools (with the permission of the superintendent of schools or school principal) by distributing flyers to the students one week prior to the event. Hanging a promotional banner over a frequently traveled road two weeks prior to the cleanup will raise interest in your community. It is important to remember to get permission from local authorities before beginning promotional efforts.

As the coordinator, it is your responsibility to place posters in prominent locations two weeks prior to the event, and to distribute flyers a week before the cleanup. It may be necessary to do a door-to-door campaign. DEM will provide you with posters.

You may wish to target the following neighborhood organizations to recruit volunteers*:

Town organizations	Schools
Community Centers	Churches
Youth Sport Organization	Garden Clubs
Neighborhood Associations	Scout Troops

*Permission slips may need to be provided for youth volunteers. Set a minimum age requirement for youth coming without adult supervision.

PLANNING THE CLEANUP DAY

Secure the use of a command center at or near the site(s), and plan the set-up details. Your command center should be stocked with trash bags, tools, refreshments, first-aid kits and other needs. If your sites are spread out and around the neighborhood, you may wish to find a volunteer who can periodically check on all sites in a roving “supply car”.

Determine where filled bags will be placed for pick-up by the municipal trucks, and notify the public works department of the location(s). Try to consolidate to one or two areas within each section of the community.

It is important to establish a communication system to be used throughout the day, such as roving cars, walkie-talkies, or merchant phones.

In determining the schedule of events for the day, please consider the following:

- Registration of volunteers
- Assignment of volunteers to site captains
- Safety lecture by site captains
- Distribution of trash bags and tools
- Cleanup
- Loading of trucks
- Lunch/refreshments after cleanup
- Entertainment

Please remember to arrange for volunteers to assist trash pick-up laborers loading the trucks at appropriate times.

FOLLOW-UP

If possible, it is always nice to reward every volunteer with some small token of appreciation. You may want to write thank you letters to key volunteer groups and donors.

In order to preserve the hard work you've done, you may wish to work with DEM and community leaders to keep the neighborhood clean via litter prevention and beautification programs.

Finally, enjoy a clean community!

If you have any questions please call us at 401-222-3434.

NOTES

SAMPLE THANK YOU LETTER

DATE

Name

Address

City, State, Zip

Dear:

On behalf of the (organization), we thank you for your support of our Earth Day Cleanup on (date). Your commitment contributed to the success of this year's Cleanup.

Your participation in this endeavor demonstrates to us how successful volunteer efforts can be when many entities work in a collaborative effort. We collected (# of tons or # of trash bags) of trash and debris. Your involvement sets an example within the community of which you can be proud. We trust that your commitment to the environment will continue.

Sincerely,

Name

SAMPLE PRESS RELEASE

For Release: Release date

Contact: Name (area cleanup **coordinator**)

Phone number

EARTH DAY CLEANUP

The (city/town of OR organization) is planning an Earth Day Cleanup on (day, date) at (location) from (hours).

The goal of the cleanup is to improve the conditions of (target sites) by collecting trash, debris, and recyclables. Volunteers are needed and welcomed! Those who participate will enjoy (an event, such as a cookout) (or) will receive (a gift, such as a T-shirt or certificate) following the cleanup. To offer help, please contact (coordinator's name) at (telephone #).

Last year, more than xxx volunteers participated in xxx sponsored cleanups across the State. Come out this year and do your part to keep (city/town) clean and green!

Rhode Island Earth Day is sponsored by (city/town or organization), the RI Department of Environmental Management and the Environment Council of RI Education Fund.

-30-

SAMPLE REGISTRATION/RELEASE FORM

(Name of Organizing Cleanup) Registration

Activities Risk Statement

As is true of all outdoor activities, the work and recreation of the (name of organization) involve varying degrees of danger. When you participate in one of these activities you should be physically and mentally prepared and equipped with the appropriate gear. You should always be aware of the risks taken in outdoor activities and conduct yourself accordingly. The Crew Chief is not responsible for your safety: **YOU ARE!** Prior to registering for any trail job you are encouraged to discuss your capabilities with the Crew Chief.

To participate in cleanup activities, individuals under 18 years of age must be accompanied by a responsible adult or a parent or obtain prior consent from a parent/guardian. Those accompanied by a minor are responsible for the minor's actions.

REGISTRATION

Name: _____

Address _____

Phone _____

Relative: _____ Phone _____

Birth Date: _____

Group Affiliation: _____

I have read the statement above

Signature

Date

INDEMNIFICATION/HOLD HARMLESS AGREEMENT

TO: (Own/Indemnatee)

FROM:

PROJECT:

PROJECT DATE:

In lieu of providing any RI Workers Compensation and/or Employers Liability insurance for its employees, workers, management, agent, or sub-contractors for the above named project, and recognizing the potential risks of personal injury, minor or major, inherent in any work project requiring manual labor, the Contractor/Indemnitor agrees to indemnify, protect, defend and hold free and harmless the (owner/indemnatee), and its officers, employees, public officials and agents from any and all costs, liabilities, losses, penalties, damages, charges, liens, actions, settlements or payments resulting from the injury, illness, hospitalization, incapacity, death or property damage, sustained by any person including Contractor, Contractor's employee(s), and/or sub-contractor(s) while working on or associated with this project in any capacity or arising from said work.

Authorized Signature(s):

Name, date and title

Name, date and title